



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

OFFICE OF THE UNDER SECRETARY

14 April 2003

MEMORANDUM FOR SEE DISTRIBUTION LIST

FROM: SAF/IAPX  
1080 Air Force Pentagon  
Washington, DC 20330-1080

SUBJECT: Change to the AFMAN 16-101, US Government Personnel Travel  
(SAF/IAPX 03-023)

This memorandum will serve as interim guidance to AFMAN 16-101 regarding Foreign Military Sales travel requirements in accordance with DoD and Air Force policy.

The Air Force Audit Agency report, Foreign Military Sales Travel Requirements, Project 99062001, recommended SAF/IA revise AFMAN 16-101, Chapter 2, paragraph 2.7.1.3, to comply with the Joint Travel Regulations and DoD 4500.9-R guidance to consider Patriot Express as the first priority for OCONUS travel and clarify the Rest Over Night (RON) policy.

Effective immediately, the interim guidance (see attached) is provided for your appropriate action. This guidance will be updated in the next revision to AFMAN 16-101. If you have any questions, please contact Sheilah Boyd, SAF/IAPX, DSN 425-8366, email: [sheilah.boyd@pentagon.af.mil](mailto:sheilah.boyd@pentagon.af.mil).

//SIGNED//

TERRY BATES  
Chief, Security Assistance Policy Division  
Dep Under Secretary, Int'l Affairs

- 2 Atchs  
1. Interim Guidance, AFMAN 16-101  
2. Distribution List

## INTERIM GUIDANCE TO AFMAN 16-101

**Delete paragraphs 2.7.1.3 and 2.7.1.4 in its entirety and replace with the following:**

2.7.1.3. Air movement to, from, within, and between overseas areas. First consideration is given to AMC-procured channel airlift services. If AMC-procured channel airlift does not meet security assistance mission requirements, travelers must request authorization from their servicing traffic management office (TMO) to use other transportation sources.

If the request is approved, the travel office will issue tickets for commercial airlines in the following order of precedence:

- General Service Administration (GSA) airlift contracted through the city-pair program. This rate is not authorized for international students when the Defense Security Cooperation Agency has authorized payment of student transportation and living allowances under a Foreign Military Sales case.
- Other US Civil Reserve Air Fleet (CRAF) carriers.
- DoD-approved, non-CRAF US Flag carriers.
- Scheduled service on US air carriers that are neither DoD-approved nor-disapproved.
- DoD-approved foreign flag carriers. Foreign- flag air carriers will only be utilized when US carriers are not available, to meet mission requirements. .
- Scheduled service on foreign carriers that are neither approved nor disapproved by the DoD.
- Other US military organic lift, when available, within and between overseas areas.

For CONUS travel, the travel office selects the commercial service (giving first consideration to government contract carriers) that meets the traveler's mission requirements for the lowest overall costs.

2.7.1.4. Rest Over Night (RON). RONs may be authorized during overseas travel in accordance with the Joint Travel Regulation (JFTR), the Joint Travel Regulation (JTR) and AFI 24-101, Passenger Movement. A RON cannot be authorized when an employee chooses to travel by an indirect route. The use of non-contract carriers or use of matching "government fares" to permit a RON is a breach of contract between the US government and the contracted air

carriers. Advance travel planning will help facilitate coordination of the most economical travel arrangements consistent with mission requirements.

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04/17/03